

Department of the Army  
First Region (ROTC)  
United States Army Cadet Command  
Fort Bragg, NC 28310-5000

FRMOI 37-104-98  
16 October 2000

Financial Administration

IN-PROCESSING OF 2LT GOLDBAR RECRUITERS

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FOR THE COMMANDER:



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COL, AD  
Chief of Staff

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PROPOSER: The proposer of this publication is Personnel and Administration Division, Headquarters, First Region (ROTC), US Army Cadet Command. Comments should be sent directly to Headquarters, First Region (ROTC), US Army Cadet Command, ATTN: ATOA-PA, Fort Bragg, North Carolina 28310-5000.

SUPERSESSOR: This is a new publication.

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DISTRIBUTION: A; D; S  
Distribution codes used are explained in FRMOI 25-1.

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1. Purpose. This inprocessing guide provides guidance on the preparation of the 2LT Goldbar Recruiter Inprocessing Packet. Immediate financial inprocessing of new lieutenants is essential for paying them in a timely manner.

2. References.

- a. AR 37-104-3
- b. First Region Handbook
- c. 126th Finance Battalion Guide

3. General.

a. ROTC units will use this inprocessing guide to aid in the preparation of the Goldbar Recruiter Inprocessing Packet.

b. ROTC units will complete and send the Inprocessing Packet to Headquarters, First Region (ROTC), ATTN: ATOA-PAM, within 3 days after the 2LT is commissioned.

c. Information within the packet MUST be completely filled out and legible. Incomplete and illegible packets will delay the assessment of the packet into the finance system causing a delay in pay.

4. Submission. Battalions must include all items listed on the GOLDBAR RECRUITERS IN-PROCESSING CHECKLIST, (FR Form 8), that are applicable to the GBR, in the packet submission.

5. Battalions should follow up the mailing of the packet with an e-mail to **atoa-pam@rotc1.bragg.army.mil** to confirm receipt of the packet.

6. Copies. Units must submit an original and one copy to Headquarters, First Region (ROTC), ATTN: ATOA-PAM-FI, Fort Bragg, NC 28310-5000. Battalions should retain one copy.

7. Payment.

a. Providing the unit submits completed documents, finance normally needs 7 working days to assess the 2LT. If the 2LT is requesting an advance pay, payment is normally deposited in the soldier's pay account within 72 hours after receipt of the packet by finance.

b. If an advance payment is not deposited to the soldier's EFT account within 4 working days from receipt, contact First Region (ROTC) Military Pay Section to initiate tracer action. The telephone number is (910) 396-7012/6779. The e-mail address is **atoa-pam@rotc1.bragg.army.mil**.

c. 2LTs commissioned after the 20th of the month will not receive an end of month pay during that month.

8. Review. Battalion Admin Techs/NCOs will review the Goldbar Inprocessing Packet prior to submission to ensure that the packet complies with this MOI.

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**GOLDBAR RECRUITERS IN-PROCESSING CHECKLIST**

**NAME:** \_\_\_\_\_ **SSN:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

- |  |
|--|
| <b>MUST HAVE BOTH #4 &amp; #5<br/>AND A COPY OF SF 1199<br/>FOR ADVANCE PAY REQ.</b> |
|--|
- \_\_\_\_\_ 1. FIVE COPIES OF ORDERS
  - \_\_\_\_\_ 2. DA Form 3685 (PAY ELECTIONS)
  - \_\_\_\_\_ 3. SF 1199A (DIRECT DEPOSIT)
  - \_\_\_\_\_ 4. DA Form 2142 (PAY INQUIRY) (If advance pay requested)
  - \_\_\_\_\_ 5. DD Form 2560 (ADVANCE PAY CERT/AUTH) (If applicable)
  - \_\_\_\_\_ 6. FB Form 1028-1 (INITIAL UNIFORM ALLOWANCE)
  - \_\_\_\_\_ 7. SGLV Form 8286 (SERVICEMEN'S GROUP LIFE INS ELECTION)
  - \_\_\_\_\_ 8. W-4 Form (EMPLOYEE'S WITHHOLDING ALLOWANCE)
  - \_\_\_\_\_ 9. DD Form 2058-1 (STATE INCOME TAX EXEMPT TEST) (If applicable)
  - \_\_\_\_\_ 10. DA Form 5960 (BAQ AND VHA)
    - A. MARRIAGE CERTIFICATE (If applicable)
    - B. BIRTH CERTIFICATES OF DEPENDENTS (If applicable)
    - C. RENTAL CONTRACT OR DA Form 4187 IF PAYING RENT TO RELATIVES
  - \_\_\_\_\_ 11. DD Form 2366 (MGIB) (Only if eligible)
  - \_\_\_\_\_ 12. COMPUTATION SERVICE PACKET (If prior service)
  - \_\_\_\_\_ 13. DA Form 4187 (REQ CONUS COLA) (If applicable)

**REMARKS:** \_\_\_\_\_

**Forward Original and 1 Copy to First Region (ROTC), ATTN: ATOA-PAM-FI**

Preparation of DA Form 3685  
JUMPS - JSS PAY ELECTION

The Finance system uses DA Form 3685 to provide the service member a means of electing the manner in which they desire to receive pay and allowances.

1. BLOCK #1 "x" whether you wish to be paid once a month or twice a month.
2. BLOCK #2 "x" block "a". Check to address is no longer authorized.
3. BLOCK #3 Leave blank.
4. BLOCK #4 "x" block "a" and complete items (1) through (5). Input the bank's address in blocks 4a (1-5). You must forward a copy of the SF 1199A so it will be in the finance system.
5. BLOCK #5 Leave blank. Check to Address is no longer authorized.
6. BLOCK #6 Leave blank.
7. BLOCK #7 Enter name, SSN, signature and date. In block "e" enter your school address.

Preparation of SF Form 1199  
DIRECT DEPOSIT SIGN-UP FORM

SF Form 1199 should accompany the DA Form 3685 to sign up for Direct Deposit.

1. BLOCK A Enter soldier's last name, first name and middle initial, address, and telephone number.
2. BLOCK B Enter soldier's name exactly as it was entered in block "A".
3. BLOCK C Enter soldier's social security number.
4. BLOCK D "x" either the checking or savings block.
5. BLOCK E Enter account number where check is to be deposited.
6. BLOCK F "x" the Mil Active block.
7. BLOCK G Leave blank.
8. PAYEE CERTIFICATION Soldier signs their name and dates the form.
9. JOINT ACCT CERTIFICATION Leave blank.
10. SECTION 2 Leave blank.
11. SECTION 3 Have financial institution complete this section and return to soldier for submission in packet.



Preparation of DD Form 2560  
ADVANCE PAY CERTIFICATION

The Finance system uses DD Form 2560 along with the DA FORM 2142 to request an advance pay.

**PART I**

1. BLOCK 1 Enter soldier's last name, first name, and middle initial.
2. BLOCK 2 Enter soldier's SSN.
3. BLOCK 3 Enter soldier's grade.
4. BLOCK 4 a&b "x" block "a" only.
5. BLOCK 5 a&b "x" block "a" only.
6. BLOCK 6 "x" block "a" only.

**PART II**

7. BLOCKS 7-10 Leave blank.

**PART III**

8. BLOCKS 11-12 Leave blank.

**PART IV**

9. BLOCK 13 & 14 2LT requesting advance signs their name and enters date.

**PART V**

10. BLOCK 15 a&b "x" block "a".
11. BLOCK 16 a&b "x" block "a".
12. BLOCK 17 a, b, &c "x" block "a"
13. BLOCKS 18-22 Enter PMS signature block, signature, and date.

Preparation of FB Form 1028-1  
PAYMENT-INITIAL UNIFORM ALLOWANCE ACTIVE DUTY IN EXCESS  
OF 90 DAYS

Fort Bragg uses FB Form 1028-1 to request the initial and annual uniform allowance. This form was revised to combine both the old FB Form 1028 and the new FB Form 1028-1.

1. PARA 1-5 Read statements of understanding.
2. PARA 6 Enter status prior to commissioning (i.e., cadet).
3. PARA 7 Enter date commissioned, order #, and date of orders.
4. PARA 8 Enter the date physical exam was completed.
5. 2LT signs name and enters SSN.
6. Admin NCO or Personnel Technician signs their name.





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Preparation of DD Form 2058-1  
STATE INCOME TAX EXEMPTION TEST CERTIFICATE

The soldier uses this form to terminate withholding of State Income taxes applicable to their pay for the tax year specified. For a listing of States that are tax-exempt, see Appendix N.

The form is self-explanatory and should be filled out completely.

Preparation of DA Form 5960  
AUTHORIZATION TO START, STOP, OR CHANGE BAQ, AND/OR VHA

Soldiers use this form to start, adjust or terminate their entitlement to basic allowance for housing.

With the exception of blocks 12 a & b, all other blocks must be completely filled out.

1. BLOCK 1 Enter soldier's last name, first name and middle initial.
2. BLOCK 2 Enter soldier's SSN.
3. BLOCK 3 Enter soldier's grade/rank.
4. BLOCK 4 Enter an "x" in the start block.
5. BLOCK 5 Enter the soldier's complete duty location (school location) to include zip code.
6. BLOCK 6 Enter date of commission.
7. BLOCK 7 Enter an "x" on the left side of the appropriate block.
8. BLOCK 8 Enter an "x" in the appropriate block to the left of a-e. Enter spouse's SSN regardless if they are military or not. Enter date of marriage, divorce or separation. Enter an "x" in the appropriate block for who has custody of child.  
(a-e)  
(1-4)
9. BLOCK 9 If residing in government quarters enter an "x" in either a, b, or c. If residing off post, enter an "x" in block d. Leave 1-4 blank.  
(a-d)  
(1-4)
10. BLOCK 10 List full name, complete address, relation, and date of birth of all dependent children. For spouse date of birth, leave blank.

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- 11. BLOCK 11                    Read and initial blocks as appropriate. (Most people will initial both blocks).
- 12. BLOCK 12                    Leave blank.
- 13. BLOCK 13                    Soldier signs full name.
- 14. BLOCK 14                    Enter date form is completed.
- 15. BLOCK 15                    Leave blank.
- 16. BLOCK 16                    Leave blank.

Preparation of DD Form 2366  
MONTGOMERY GI BILL ACT OF 1984

The Finance system uses this form to establish eligibility to participate in the Montgomery GI Bill Act of 1984.

**NOTE: Only submit this form if the soldier elects to participate in the GI Bill.**

1. PART 1. Enter soldier's last name, first name, middle initial and SSN.
2. PART 2. If soldier was scholarship cadet, complete block "a". If soldier has prior service, complete block b. For soldiers that are otherwise eligible, complete block "c".
3. PART 3. Leave blank.
4. PART 4. If soldier is eligible but does not wish to participate in GI Bill, complete blocks "a-c".
5. PART 5. Witnessing official completes blocks "a-d".



GUIDELINES FOR PREPARING COMPUTATION PACKETS  
FOR CREDIT FOR SENIOR ROTC CADETS

**PREPARE DOCUMENTS ONLY IF 2LT HAD PRIOR SERVICE TIME.**

1. All active and inactive time will be documented by the personnel service battalion on the DA Form 1506. This will include time in the USAR and NG.

2. Weekend drills and any advance camp training will not be documented as active time.

3. Any active training or school attendance will be documented on the DA Form 1506 and credit will be given to adjust the PEBD and the BASD.

4. Remember, the new law changed the SMP time to creditable service for pay only. Any time spent as a cadet is not creditable.

5. The following source documents must be provided prior to completing a DA Form 1506:

- DA Form 71 (Commissioning Orders)
- DD Form 214 (Certificate of Release or Discharge From Active Duty) (If applicable)
- DD Form 4/1 (Enlistment/Reenlistment Document)
- NGB Form 22 (Report of Discharge and Record of Service) (ARNG)
- NGB Form 591-1 (SMP agreement) (ARNG)
- NGB Form 594-1 (SMP agreement Annex) (ARNG)
- DA Form 597 OR DA Form 597-3 Official Orders which document the period of ROTC/SMP service period (Cadet Contracts)
- Orders promoting the officer from cadet to E-5 (If applicable)
- Orders to active duty
- DA Form 4824-R (SMP addendum)

Upon receipt of these documents, First Region (ROTC) will forward the packet along with a cover letter to the personnel service battalion at Fort Bragg. After they complete the computation, the PSB will forward the packet to the 126th Finance for input into the system. Be advised that this process can take from 30 days to 90 days.

POC at First Region (ROTC) is Military Pay Section (910) 396-7012. The 18th Airborne Corps Personnel Service Battalion POC is (910) 396-2980.

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States which Exempt Military Pay from State Income Tax

ALASKA  
FLORIDA  
GUAM  
ILLINOIS  
MICHIGAN  
MONTANA  
NEVADA  
NEW HAMPSHIRE  
NEW JERSEY  
NEW YORK  
OREGON  
PUERTO RICO  
SOUTH DAKOTA  
TENNESSEE  
TEXAS  
WASHINGTON  
WYOMING

States Authorized CONUS COLA

CALIFORNIA

CONNECTICUT

ILLINOIS

MASSACHUSETTS

MICHIGAN

NEW JERSEY

NEW YORK

PENNSYLVANIA

WASHINGTON